

**POSITION DESCRIPTION
COUNTY OF MADISON, INDIANA**

DEPARTMENT: Juvenile Court Services – Youth Center
POSITION: Detention Evening Shift Supervisor
WORK SCHEDULE: Tues. - Thr. Second Shift, Fri. & Sat. 11am-7pm
STATUS: Full-time
FLSA STATUS: Exempt
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DUTIES:

1. Provide direct, on the floor, supervision of Youth Care Specialists, interns, and volunteers.
2. Promote a safe and secure environment by supervising and enforcing the implementation of unit policies and procedures; ensuring compliance with applicable local, state and federal guidelines.
3. Supervise the implementation of the behavior management system.
4. Ensure staff is following the schedule and complying with daily expectations.
5. Assist in the provision of direct care in crisis situations and during times in which the unit is short staffed.
6. Oversee and delegate transportation of juveniles to all appointments.
7. Read behavior logs and daily log.
8. Maintain communication with parent(s)/guardian(s), probation, and outside service providers as needed.
9. Assist Manager of Detention and Security with interviewing, selecting, and training new staff.
10. Provide direct supervision of facility Case Manager and fill in as needed.
11. Evaluate Youth Care Specialists, Case Manager, interns, and volunteers.
12. Schedule and facilitate staff meetings.
13. Assist in the facilitation of staff training, as assigned.
14. Prepare administrative correspondence and reports
15. Review reports and documentation of assigned personnel.
16. Conduct disciplinary hearings in accordance with written policies and procedures.
17. Maintain inventory of program materials and household supplies.
18. Monitor medical care and supervise the administration of medication to residents as prescribed by medical personnel. Ensure proper documentation is completed.
19. Respond to emergencies as needed, including illness, injuries, disputes, and violent outbursts.
20. Fill in for day shift supervisor when on vacation or during any extended leave of absence, work hours 11am-7pm.
21. Participate in the on-call rotation.
22. Maintain own professional development, in accordance with Indiana Department of Correction Standards, through attendance at meetings, seminars, and in-service trainings.
23. Monitor the professional development of assigned Youth Care Specialists in accordance with Indiana Department of Correction Standards.
24. Perform other related duties as assigned.

JOB REQUIREMENTS:

1. Bachelor's degree preferred; however, individuals actively pursuing a degree may be considered.
2. Ability to supervise assigned personnel, including interviewing, making recommendations for hire, orienting, training, evaluating, making work assignments, scheduling, and facilitating staff meetings.
3. Knowledge of the juvenile code, criminal justice system, and child welfare system and an understanding of the policies and procedures of juvenile correction facility administration.
4. Knowledge of human development and the ability to effectively direct, supervise, monitor and appropriately interact with staff and residents.
5. Knowledge of and ability to work with cases of chemical dependency, substance abuse, potential suicide, and physical, sexual, and emotional abuse.
6. Knowledge of and ability to make practical application of conflict resolution, and behavior/crisis management skills.
7. Ability to effectively communicate orally and in writing with residents and their families/guardians, other Center and related agency personnel, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
8. Ability to work with minimum supervision.
9. Ability to work with others in a team environment, on several tasks at the same time and prepare detailed reports and documentation.
10. Ability to respond swiftly, rationally, and decisively to emergency situations, despite the possibility of exposure to violent/irate individuals and situations involving potential physical harm to self and others.
11. Certification in First Aid and CPR required.
12. Ability to meet all Center hiring and retention requirements, work varied and/or extended hours (days, evening, overnight, and weekend shifts may be required), and respond to emergencies on a 24-hour basis.
13. Proof of current physical exam (within 3 months prior to employment), and current TB shot (within 1 year of employment).
14. Applicants must submit to and pass a pre-employment drug screen.
15. Possession of a valid driver's license and demonstrated safe driving record.

To ensure consideration, letters of interest or applications should be submitted to: Madison County Youth Center ATTN: Amber Phillips, 3420 Mounds Road, Anderson, IN 46017 or aphillips@madisoncounty.in.gov by **4:00 p.m. Wednesday, September 30, 2015.**

EXTERNAL APPLICANTS: Please submit Madison County Youth Center Application

**MADISON COUNTY YOUTH CENTER IS AN EQUAL OPPORTUNITY EMPLOYER;
MADISON COUNTY YOUTH CENTER PARTICIPATES IN E-VERIFY**